

PREPARING FOR A SMOOTH MOVE

We suggest that you print this handy guide and timelines to help make your move go as smooth as possible.

60-90 DAYS TO PCS

- _____ Get approval for concurrent travel (overseas only)
- _____ Check into additional retainability or service commitment.
- _____ Get approval for dependents medical and educational clearance.
- _____ Request sponsor.
- _____ Check on pet approval information
- _____ Check DEERS enrollment.
- _____ If a dependent has special medical / educational needs, they must be enrolled in the Exceptional Family Member Program (EFMP).
- _____ Check immunizations for each family member.
- _____ Compile a personal file for each family member.

- Birth certificate (original)
- Immunization record
- Social Security number
- Passport (if needed)
- Naturalization papers (if applicable)
- Child ID file
- Adoption papers (if applicable)
- ID card for everyone 10 years or older

_____ Set up family records file

- Marriage certificate
- Insurance policies (or list of companies, policy numbers, type of insurance, address, phone number).
- Last leave & earnings statement (LES)
- Power of Attorney (check expiration date)
- Original will
- Bank books
- State and federal tax records
- Car registration and title
- Deeds and mortgages
- Professional licenses
- Divorce papers
- Spouse resume and last pay statement
- List of stocks, bonds, mutual funds, and other investments
- Personal file for each family member

_____ Prepare house for selling or renting (if applicable)

_____ If you are selling your home, shop for a realty company that meets your needs. Contact the Housing office to list your house for rent and obtain more information.

_____ Include children in all family plans. Listen to their concerns and tell them honestly as much as you can about the move. Reassure them that things will work out well for all family members in the new location.

_____ Start planning to ship auto, household goods, etc. to be available when you arrive.

- Buy/sell a house
- Ship household goods
- Ship/register a vehicle
- Provide for child care
- Provide medical care
- Arrange for termination of quarters

_____ Check your homeowners insurance to determine scope of transit coverage. Some policies will only cover at one specified location. In some policies 100% coverage expires after 30 days. Some policies only cover major perils and not "rough handling, mysterious disappearance, etc."

_____ Prepare a general inventory by room, closet, attic, garage, etc. of all household and personal possessions for your own use and so that you will be able to make an accurate estimate of their value for insurance purposes. Remember to include books, pictures, silver, china, glassware, linens, clothing, tools, sports and hobby equipment, musical instruments, and cameras as well as furniture, lamps, rugs, curtains, etc. You may wish to do a room by room videotape, and include a voice description of the most valuable items as well as serial numbers, etc.

_____ Assist the children with inventory of their rooms and take pictures of possessions to take with them. Talk about the small toy/game to take in their suitcase and help them decide which one pack.

_____ Survey your possessions so that you can have items repaired and cleaned that you plan to put into storage or ship to your overseas location.

_____ Obtain a written appraisal for valuable items such as antiques, jewelry, furs, and paintings. To obtain appraisals, check with a professional who deals in the kind of valuables, (i.e. antiques, check with an antique dealer).

40 DAYS TO PCS

_____ Keep cleaning and sorting. Remember charitable organizations such as Swap and Assist programs. Keep receipts for tax time.

_____ Use up things you can't move, such as food, cleaning supplies, and flammables.

_____ Update driver's licenses.

_____ Update ID cards.

_____ Arrange for absentee voting ballots or obtain address where you can write for ballots.

_____ Keep talking about the move with the family. Honesty is essential. Children, as well as adults, need time to deal with feelings of loss and separation.

_____ Make a list of everyone who needs to know your new address:

- Auto insurance company
- Friends and family
- Creditors
- Subscriptions
- Doctor and dentist
- Post office
- Federal and state income tax
- Department of motor vehicles/revenue department
- Bank
- Investments firms

housing your pet.

_____ Check luggage and make necessary repairs. Check the locks and make sure you have more than one key for each piece.

_____ Purchase new luggage as needed. Buy lightweight, but durable pieces. **REMEMBER:** They are probably going half way around the world and in most cases must make a return trip home.

_____ Have car serviced/tuned-up for trip. Check oil, water, battery, belts, hoses, brake and transmission fluids and tires.

_____ Make travel arrangements.

_____ Empty safe deposit box.

_____ If renting your home to someone else during your reassignment, make sure homeowner's insurance is adequate.

7 DAYS TO PCS

_____ Settle outstanding bills. Cancel newspapers.

_____ Drain oil and gas from lawn mower and other power equipment.

DISPOSE of all flammables.

_____ Obtain travelers checks for trip expenses.

_____ Keep listening carefully to children's questions. Give frequent reassurance. Children need the security you provide when the security of a home is diminishing.

_____ Pick up medical and dental records. Unless you have a power of attorney, the sponsor cannot pick up the medical or dental records of the spouse.

- Active duty -- take one copy of your orders to medical records. The records will be given to you to hand-carry to your next base.
- Spouse and/or dependents 18 years or older -- go to outpatient records and dental clinic to pick up the records.
- Either parent may pick up the records of children under age 18.

_____ Double check your family record file and place in briefcase suitable for hand-carrying. Also include:

- Copies of orders
- Phone numbers of family and friends
- Duplicates of luggage/car/other important keys
- Home inventory of household goods plus pictures, receipts, and videotapes.
- Medical and dental records

_____ Take down curtains, rods, shelves, TV antenna, etc. Remove items from attics, crawl space, or similar storage areas. It is your responsibility to make these items accessible to movers.

_____ Arrange child care for packing and moving day.

3 DAYS TO PCS

_____ Before movers arrive to pack your possessions for shipment and/or storage, disconnect all major appliances (stove, refrigerator, washer, dryer, etc.) if living off-post. Empty the refrigerator so it can dry at least 24 hours before the movers arrive.

_____ Dismantle stereo sets, outdoor play equipment, etc.

MOVING DAY

- _____ Arrange for child care. Place pets in safe place.
- _____ Be certain that every container or crated item has the moving company's inventory tag or tape on it and that each item is listed on the moving company's inventory.
- _____ Check to see that the condition of your possessions is correctly reflected on that inventory. The exact location of existing scratches and worn or marred spots should be clearly indicated.
- _____ Read all packing documents prior to signing.
- _____ Be sure your copy of the moving company's inventory is legible. This inventory will not be as detailed as the ones you made earlier.
- _____ Place a copy of the packer's inventory, stored possessions, and baggage receipts in family records file in hand-carried luggage.
- _____ Have your vacuum ready to clean bed rails, piano backs, and other hard-to-move items. REMINDER: Remove vacuum bag before loading.
- _____ Before leaving the house, check each room and closet make sure windows are down and locked, lights are out, and exterior doors are locked.

ON THE WAY

- Keep a log of all moving expenses incurred. This will be helpful at tax time. Keep all receipts. If not needed, discard later. If you and your family are traveling separately, keep two logs. Include these items:
 - . rental cars
 - air/bus/rail fares
 - cost of gasoline
 - accurate mileage
 - meals
 - rent deposits
 - . utility deposits
 - installation charges
- Hints for traveling with kids:
 - Children have a natural wariness of the unknown. Including them in the planning can help allay fears.
 - Stick to your child's usual bedtime and mealtimes, and read him his favorite story. Unpack the minute you arrive so everyone feels at home.
 - Balance your day, taking plenty of time for a romp in the park and a cool drink after an hour in a museum. Even when having fun, kids have a limited attention span.
 - Packing pointers: Take one small bag per person. Let each child take only one special toy. Don't forget a first-aid kit with disinfectant, band-aids, and so on. Tuck in a nylon folding suitcase--great for lugging home your souvenirs or dirty laundry.
 - Call ahead to confirm hotel services for children, such as cribs and cots. Need time alone or with your spouse? Your hotel can probably recommend a reputable baby sitter.